



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL INTERESTED PERSONS
Job Classification	ADMINISTRATION MANAGER
Posting Number	PN# 109652
Department	Health & Human Services Department
Division	Neighborhood Services
Section	Bureau of Human Services
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES**

Develops, oversees, coordinates and monitors various case management, navigation and counseling programs for clients who are experiencing problems affecting their mental and physical well being.

**CORE FUNCTIONS**

- Plans, implements, oversee, and coordinates integrated case management and client referral systems.
- Assists with the development of various human services programs and activities.
- Analyzes and evaluates community needs and plans services/activities to meet their needs.
- Develops policies, procedures, and establishes standards for the case management, navigation and counseling programs.
- Provides technical assistance to internal units and external agencies and community partners.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required. A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

**PREFERENCES**

- Master's degree in social or behavioral science, such as Sociology, Psychology, Social Work or Counseling.
- Prefers four years of professional experience in coordinating and managing community or related social services work.
- Licensed Social Worker and/or MSW.
- Knowledge of community resources for human and social services.
- Good computer, interpersonal, organizational and public speaking skills.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 26**  
\$1,587 - \$3,016 Biweekly    \$41,262 - \$78,416 Annually

**OPENING DATE**

March 29, 2006

**CLOSING DATE**

April 4, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer